

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

September 8- City Council Meeting Agendas (Held at Jim Barnett Park, open to the public)

Looking Ahead

Most boards are holding meetings virtually. Check the meeting calendar for updates. [Click here for how to submit or make public comments during virtual meetings.](#)

Tuesday, September 1: Planning Commission work session

Thursday, September 3: Board of Architectural Review; Old Town Advancement Commission meetings

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- **LISTEN!** [DEFROST](#) true crime podcast
- **LISTEN!** [Rouss Review](#) NEW - Water Quality (8/26)



Sunset captured on Tuesday, August 25 from Cameron Street looking down Boscawen Street toward the Loudoun Street Mall.

City Manager's Highlights

Council appointed Daniel Hoffman, of Gainesville, FL as City Manager. Mr. Hoffman's first day of service will be September 26, 2020.

Staff have been preparing to reopen the remaining City facilities that are closed due to the pandemic. Social distancing and mask required signs have been installed in all buildings.

Decided to stop the weekend Boscawen Street closures. Downtown restaurants were not using the space for outdoor dining.



Public Safety

Winchester Police

- Taught Advanced Instructor School and Firearms at the Basic Academy. Conducted SWAT training and breath alcohol recertifications.
- Produced video with Communications to advertise October 17 event with Dakota's Dream to offer discounted vaccinations and nail clippings.
- Conducted interviews and worked with colleagues (including the VA State Police) to continue cold case homicide investigation.
- Finalized and disseminated 7 policies/general orders.
- Met with Verizon regarding ESInet and getting fiber to the building.
- Crime stats:
 - Crimes against persons (felony) - 0
 - Crimes against persons (misdemeanor) - 8
 - Burglaries (residential) - 1
 - Burglaries (commercial) - 0
 - Property crimes/other - 15

Winchester Fire and Rescue

- Continued addressing recommendations from the WFRD Master Plan.
- Worked with Communications on a video for 9/11 commemoration.
- Taught Pediatric Advanced Life Support (PALS) training at Winchester Medical Center.
- Conducted weekly Infection Control Team meeting.
- Shift training conducted across all three shifts to include fire, and EMS Continuing Education Credit for Certification Abdominal Training.
- Scheduled applicant entrance testing with 18 applicants confirmed to attend.
- Prepared for Deputy Fire Marshal interview process.
- Participated in the Virginia Fire Prevention Association (VFPA) board meeting.
- Met with the Fire Protection Engineer for the Rinchem renovation project.

Police Activity	#
Calls for Service	635
Directed Patrols	17
Directed Patrols (OTW)	3
Extra Patrols	64
Extra Patrols (OTW)	1
Alarms/False Alarms	24/24
Crash Reports	7
Traffic Citations	36
Traffic Warnings	24
DUI/DWI	4
FOIAs Answered	5
Special Events Permits Received/ Approved	0/0 50 YTD

Fire Activity	#
Fire	1
Overpressure	0
EMS/Rescue	87
Hazardous Cond.	2
Service Call	4
Mutual Aid Given	6
Good Intent	7
False Alarms	1
Special Incident	0
Plan Review	3
Reinspections	0
Inspections	5

Emergency Management

- Worked with Social Services to define Mass Sheltering Goals and building partnerships with internal and external stakeholders.
- Attended training on new decontamination fogging systems for COVID-19.
- Conducted training with City Remote UAV (drone) pilots.
- Reviewed new Emergency Operations Center requirements with Public Services.
- Received COVID-19 personal protective equipment and other supplies for the City Point of Distribution (POD) center.

Development Services

Zoning and Inspections

- Completed:
 - 117 building permit inspections and 57 building permits (\$2,829,338 valuation).
 - 61 code enforcement inspections and initiated 18 new cases
 - 5 new business reviews (2 Zoning User Permits general business, 3 Zoning User Permits home business)
 - 0 PDSP permits
- Removed 0 signs from the public right-of-way (YTD=89).
- Significant projects this week:
 - 633 Cedar Creek Grade - new dental office (\$2,200,000)
 - 507 S. Stewart Street - residential remodel & addition (\$100,000)
 - 1840 Amherst Street - renovate existing cath-lab (\$356,848)

Date	Address	Description	Value
08/20/2020	1216 BERRYVILLE AVE	NEW FIXTURES	\$4,000
08/20/2020	1840 AMHERST ST	SURGI-CENTER RTU REPLACEMENT	\$15,000
08/21/2020	633 CEDAR CREEK GR	NEW DENTAL OFFICE	\$2,200,000
08/21/2020	516 FREMONT ST	NEW DWELLING	\$5,000
08/21/2020	507 S STEWART ST	NEW APPLIANCES	\$10,000
08/21/2020	507 S STEWART ST	DEMO, RENOVATION & ADDITION	\$100,000
08/21/2020	507 S STEWART ST	NEW FIXTURES	\$7,500
08/21/2020	2519 GOLDENFIELD LN	FINISH BASEMENT	\$2,500
08/21/2020	413 SHENANDOAH PL	REPLACE OH SERVICE	\$1,000
08/21/2020	54 S LOUDOUN ST	REMODEL 17-1128	\$3,000
08/23/2020	214 220 MILLWOOD AVE	OFFICE TO DOG GROOMING SALON	\$0
08/24/2020	218 LIBERTY AVE	REPLACE HVAC & DUCTWORK	\$5,500

Date	Address	Description	Value
08/24/2020	256 PARKWAY ST	NEW DECK	\$30,000
08/24/2020	218 LIBERTY AVE	REPLACE FIXTURES	\$0
08/24/2020	218 LIBERTY AVE	INTERIOR REMODEL	\$50,000
08/25/2020	1840 AMHERST ST	RENOVATE EXISTING CATH LAB	\$356,848
08/25/2020	1002 1022WOODSTOCK LN	EXPANSION TANK - APT 56	\$200
08/25/2020	322 W PICCADILLY ST	REPLACE FIREPLACE LOGS	\$450
08/26/2020	1537 DALTON PL	ROOF MOUNTED SOLAR PANELS	\$30,340
Total			\$2,821,338

Planning

- Prepared and electronically distributed the agenda packet for the Planning Commission's September 1 work session and September 15 regular meeting. The following new agenda items are scheduled for review at the work session and public hearings at the regular meeting:
 - CU-20-438 - Request of Sarah Zane Firehall LLC for a Conditional Use Permit to convert ground floor of a single-family detached dwelling to multi-family use, at 305 N Loudoun Street
 - CU-20-439 - Request of RCI Properties LLC for a Conditional Use Permit to construct a non-compliant fence in the front yard of 206 Wyck Street
 - CU-20-440 - Request of Karen Darby for a Conditional Use Permit pertaining to renovations in excess of 35% of the building value for a nonconforming structure during a one year period at 417 Fairmont Avenue
- Additionally, there are three public hearing items carried over from the August regular meeting:
 - Planned Unit Development (PUD) rezoning for a 198-unit multifamily development on a 6.23-acre site along the west side of Spring Street primarily intended for SU students as a project known as "The Local"
 - PUD rezoning for a 36-unit multifamily development on a 2-acre site along the north side of W. Jubal Early Drive addressed as 1811 Roberts Street
 - Conditional Use Permit (CUP) for the Cameron Square development along N. Cameron Street to allow more than 85 units on a single lot and/or within a single building which was tabled at applicant's request
- Staffed the August 25 Council Work Session where the following items were presented:
 - CUP for a change to the use of a small neighborhood convenience building at 1200 Valley Avenue
 - PUD rezoning for a 39-unit multifamily development on a 9.65-acre site along the east side of Fox Drive for Westminster-Canterbury villas known as "Hack Woods"
 - Right of Way vacation and conveyance request for a portion of Center St along the east side of Fox Drive
 - Major Subdivision for Habitat for Humanity along Chase, West, and Elk streets comprising 4 single-family home lots
- Prepared and electronically distributed the agenda packet for the September 3 meeting. There are 4 cases on the agenda.
- Recorded another Winchester 101 segment for the City's Rouss Review podcast, this time focusing on early settlers including the Hollingsworth and Parkins families.
- Continued to conduct online plan review and approval of development projects.

Arts and Vitality & Old Town

- Coordinated with local visual artists to recruit demonstrators and vendors for Summer Vibe weekends.
- Held meeting to plan for September Old Town Advancement Commission meeting.
- Held staff meeting to discuss alternative holiday programming and event plans.
- Conducted community walkabout to meet with Old Town businesses.
- Developed community feedback/stakeholder survey plans and educational “who to call” flowchart for downtown merchants and business owners.
- Planned for the Love Our Locals comment card project.

Economic and Workforce Development

- Distributed CARES Act emergency grant checks for Round 1; created CARES Act emergency grant round 2 application.
- Held Enterprise Zone incentive discussion with developer.
- Created loan forgiveness letters for the Disaster Relief Funding recipients.
- Participated in monthly Virginia Economic Development Partnership meeting with regional Economic Development Organizations.
- Participated in weekly meeting of the Northern Shenandoah Valley Economic Response team.

Winchester/Frederick County Tourism

- Recorded and aired the monthly Tourism Tuesday radio show on The River 95.3. The topic was outdoor recreation and special guests were Garry Green from Mountain Trails and Arthur Kearns from Seneca Rocks / Winchester Ciderworks.
- Continued planning for an upcoming blogger/influencer visit in mid-September.
- Continued planning for the upcoming ad campaign shoot next week.
- Met with the executive director of the Charlottesville Convention and Visitors Bureau to discuss collaborative efforts and other items.
- Presented to City Council about the impacts of COVID on local tourism industry, our response, and our new ad campaign under development.
- Attended a Joint Finance Committee meeting with City Council and County Board of Supervisors to discuss tourism bylaws, appointment process and funding/MOU.
- Took part in a virtual presentation by Virginia Tourism regarding details of their upcoming launch of DRIVE Tourism 2.0.
- Had a CARES funding meeting with the County EDA.

Public Services

- Held pre-construction meeting with the contractor for the new high-strength waste receiving station that will be constructed at the Opequon Water Reclamation Facility.
- Requested authorization from VDOT to award the construction contracts for two projects:
 - Hope Drive Extension
 - Valley/Tevis Drainage and Sidewalks
- Advertised the project to install a new traffic signal at the intersection of Adams Drive and Legge Boulevard for construction bids. Bids will be due on September 30.
- Excavation for two of the new buildings that will be constructed at City Yards is proceeding well.
- Preparations are being made in all buildings that will reopen to the public on September 8.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	8,707
Water service lines replaced (number)	7	394
Water meters replaced (number)	108	5,735
Sanitary sewer mains replaced/lined (linear feet)	0	6,682
Sanitary sewer laterals replaced (number)	8	133
Sanitary manholes replaced (number)	2	44
Sidewalks replaced (linear feet)	0	39,697
Sidewalks repaired (linear feet)	0	193,363

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	.80	Lane miles
	Potholes repaired	2	90	#
	Mowing	16.74	296.91	Acres
	Miles of streets swept	83	2,070.89	Miles
	Tons of leaves hauled	0	58.50	Tons
Trees	Dead/diseased trees removed	1	156	#
	Trees trimmed	5	722	#
	Stumps removed	0	173	#
	Trees planted	0	242	

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Traffic	Street signs Installed/replaced	19	402	#
	Pavement markings repainted (City)	146	8,589	Linear feet
	Pavement markings repainted (contractor)	0	665,997	Linear feet
Refuse & Recycling	Refuse collected	144.84	4,582.05	Tons
	Recycling collected	49.30	1,426.206	Tons
	Large item pickups	0	92	#
Transit	Total passengers	1,617	51,441	#
	Revenue miles pick up/drop off	3,312	88,961	Miles
	Revenue hours pick up/drop off	308.15	8,536.58	Hours
Utility billing	Payments processed	1,304	47,502	#
	New bills mailed out	0	45,044	#
	Water services turned off (non-payment)	0	125	#
Water treatment plant	Average daily water demand	5.70	5.69	Million gallons/
	Peak daily water demand	6.12	7.81	day
Wastewater treatment plant	Average daily flow treated	7.96	7.40	Million gallons/
	Peak daily flow treated	10.98	17.21	day
Water distribution and wastewater collection	Water main breaks repaired	0	12	#
	Water meters read	1,004	52,683	#
	Fire hydrants flushed	37	761	#
	Sewer mains cleaned	1,963	106,615	Linear feet
	After-hours call outs	3	92	#
Engineering	Site plans reviewed	0	79	#
	Floodplain permits issued	0	30	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	36	593	#
	Land disturbance permits issued	1	10	#
	Stormwater facility inspections	0	64	#
	Erosion and sediment control inspections	31	961	#
	Erosion and sediment notices to comply	0	0	#
Facilities Maintenance	Work requests completed	13	630	#
	Special events assistance	1	11	#
	Maintenance of pedestrian mall	31	981	Staff hours
Equipment maintenance	Total repairs completed	31	1,459	#

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Winchester Parking Authority	Work requests completed	5	166	#
	Special events - assistance provided	0	3	#
	Vandalism or property damage issues	0	10	#
	New monthly rentals	1	97	#
	Monthly rental cancellations	5	145	#
	Total monthly leases in all autoparks	-4	1,094	#
	Available monthly spaces in all autoparks	+4	318	#
	Hourly parkers (all four garages)	2,359	56,069	#
	Park-Mobile transactions	800	17,539	#
	Meter violations	222	4,537	#

Parks & Recreation

- Registration for the full-day childcare program which works in conjunction with WPS return to school plan opened 8/24/20. Deadline to register (WPS elementary school students in the hybrid option only) is August 31.
- Accepting registrations for flag football (5-10), Ultimate Frisbee (16+) and kickball (18+) leagues.
- Preparing to reopen the gym and indoor pool the week after Labor Day for certain programs.
- Videoed prize drawings for quizzes produced during the shut-down. Prizes include gift certificates to local businesses and Winchester Parks and Recreation promotional materials.
- Based on the shortage of maintenance staff, a revised work plan has been designed and will be activated next week. The new plan will modify assignments of some maintenance staff and revise work duties of other staff to address the shortage and attempt to address outstanding issues needing attention. Received authorization to hire one Maintenance Technician and two seasonal maintenance positions. These vacancies have been posted.

Social Services

- Received 98 Benefit Program applications: 42 SNAP, 37 Medicaid, 6 TANF, 0 VIEW, 5 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 8 Home Energy Assistance Program
- Provided case management to: 4,276 Medicaid, 1,691 SNAP, 66 TANF, 19 Auxiliary Grant, 47 individuals receive VIEW services, 44 families/89 children receive Child Care Subsidy Assistance.
- Participated in the virtual VDSS Program Improvement Plan (PIP) meeting. The PIP identifies new strategies to positively influence safety, permanency and child well-being outcomes across Virginia.
- Supervisory staff for CPS met with Frederick County, Clarke County, Shenandoah County, and Warren County to discuss jurisdictional issues for referral assignments.
- Met with Emergency Management and Salvation Army to discuss mass care sheltering and feeding.
- Held the Family Assessment and Planning Team (FAPT) meeting to discuss services and funding available to support the children and families who have been referred to FAPT.
- Participated in the weekly Investigative Multidisciplinary Team (MDT) meeting. This month included an interview of CPS staff and an auditing of the monthly meeting by accreditors for the National Child Advocacy Center. Initial feedback is that the audit went well.

Weekly Activity	#
Clients walk-ins/drop-offs	0/49
Child Protective Service (CPS) referrals/case management load	2/40
CPS family assessments & investigations of alleged maltreatment	26
Placed "on notice" for foster care entry by JDRC	6
Children in/entered/exited foster care	54/0/0
Adoption subsidy cases/adoptions finalized	50/0
Benefit program fraud & overpayment referrals/investigations/recoupment claims	3/11/122
Family Service intakes	3
Family Services Prevention case management load	7
Adult Protective Service referrals/investigations/intakes	4/17/8
Adult services case management load	3
Adult guardianships/cases	1/81
Uniform Assessment Instrument screenings	1
Interstate Compact on the Placement of Children (ICPC) case management	1
Family Partnership Meetings	11

Communications

- Distributed the August 26 CitE-News issue. [View](#)
- Distributed the August ActivitE-News (Parks) issue. [View](#)
- Handled 1 media requests for City information and staff interviews; 4 inquiries for WPD.
- Continued editing Economic Development's business spotlight videos.
- Produced the final Triple Q [video](#) for the Park.
- Produced a [video](#) announcement for the Police Department's event collaboration with Dakota's Dream and SPCA.
- Filmed and began editing multiple segments for the Park's 9/11 commemoration video.
- Wrote, produced and released the latest episode of the [Rouss Review Podcast](#) and Winchester 101 segment.
- Continued designing the FY21 Budget in Brief.
- Attended the City's drone team practice.
- Updated website and TV channel with new park programs. Promoted new programs on social media.
- Began designing "reopening" web page for City buildings.
- Finalized the "Back to School Safety with Mayor Smith" video. Release scheduled for August 29.
- Filmed footage for "Hard to Find City Offices Tour" video. Plan to release prior to reopening.
- Formatted and uploaded Winchester School Board and City Council meeting videos to the TV channel. All meetings were replayed on Thursday.
- Updated directory listing with upcoming meetings in City Hall and online.
- Continued updating website and social media.

311 Requests Received	#
FOIA	3
New Recycling Bin	6
Missed Trash/Recycling Collection	-
Trash on Property	-
City Tree Issue	-
Traffic Signal Issue	-
Dead Animal in Road	-
Ask a Question	-
Untagged Vehicle	1
Pothole	-
Street Light Out	-
Tall Grass	-
Water/Sewer Service Billing	1
Total/YTD	11/385

Date	City of Winchester News Releases
8/25	City Council appoints new City Manager Daniel Hoffman - read
Date	Articles in <i>The Winchester Star</i>
8/22	Letter to the Editor: Pathetic
8/24	Winchester grand jury hands up indictments
	Signs to share stories of local Blacks during Civil War
	Letter to the Editor: Where is stealth mayor?
8/25	City Council to discuss ballfield improvement delays

Date	Articles in <i>The Winchester Star</i>
	Winchester Public Schools holds virtual convocation as staff prepares for first day of school
	Armed robbery suspect charged
8/26	Winchester names new city manager
	Letter to the editor: Mayor's race should be about policy, ideas, vision
	Winchester School Board may revise student cell phone policy
8/27	Council seeks details about ball field renovation delays
	Rouss City Hall reopening to the public on September 8
	New city manager eager to come to Winchester
	Letter to the editor: Hall positive, progressive
	Open Forum: Gem of a street losing its sparkle

Support Services

Innovation & Information Services

- Worked on SAN connectivity issues between Timbrook Public Safety Center and Parks.
- Applied web filter to wireless network at Parks.
- Reviewed and monitored system alerts over weekend for Timbrook Public Safety Center, Winchester Public Schools, and the Joint Judicial Center; reported temperature issue to facilities.
- Testing possible designs for new virtualization network.
- GIS (interactive mapping):
 - Completed necessary changes to main GIS site.
 - Created query URL for Fire and Rescue that will display/zoom to each first due boundary on main GIS site.
 - Finished updates to Winchester Public Schools GIS site.
 - Deployed draft of updated Voting District Mapping site. New widget - Find Polling Place and Find Elected Representative (Local to Federal).
 - Updated parcels on Pictometry to reflect recent updates.
- Ran IBM analysis reporting tool for IBM pre-upgrade and made corrections where needed.
- Worked with schools and Filebound to address system errors for Schools document management system.

Help Desk Tickets	Received	Closed
Accounts	2	4
Email	2	1
GIS	1	5
Hardware	8	7
Infrastructure	4	2
Information Only	2	3
Naviline	-	3
Not Assigned	8	1
Reports	7	7
Software	11	13
Count	45	46